

**Kitchigami Regional Library System
Board Meeting, January 16, 2025, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present:	Tom Krueger (Hubbard Co.), Scott Bruns (Cass Co.), Murlyn Kreklau (Wadena Co.), Brent Norman (Pine River), Neil Tobiason (Longville), George Deiss (Wadena), Jeremy Engholm (Park Rapids), Jamie Lee (Crow Wing Co.)
Board members present by interactive technology:	Mark Dickinson (Bemidji alternate), Lynn Eaton (Bemidji), Joe Gould (Beltrami Co.), Mary Beth Hansen (Walker), Diane “Annie” Sevenich (Cass Lake)
Board members absent:	Laurie Hamilton (Blackduck), Mary Koep (Brainerd)
Others present non-voting:	Staff members: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang, Tami Beto (Tech Services Mgr.)

Chair Tom Krueger called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

Election of Officers	Chair turned the election proceedings over to Melissa Whatley, who called for KRLS nominations from the floor for the 2025 board officers.
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Murlyn Kreklau nominated Tom Krueger for Chair; Tom Krueger nominated Murlyn Kreklau for Vice Chair; George Deiss nominated Brent Norman for Secretary; Tom Krueger nominated George Deiss for Treasurer. There were no further nominations.

Motion by Scott Bruns, seconded by Brent Norman, to have nominations cease and a unanimous ballot was cast for Tom Krueger for Chair, Murlyn Kreklau for Vice Chair, Brent Norman for Secretary, and George Deiss for Treasurer. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

KRLS Oath of Office	Director Whatley administered the oath of office to confirm Jamie Lee as Crow Wing County Commissioner, Jeremy Engholm as City of Park Rapids representative, and Mark Dickinson as City of Bemidji alternate representative.
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Approval of Agenda	Director Whatley requested the addition of Item 8c -- CD Renewal. George Deiss requested the addition of 8d – Discussion of Bemidji State Bank insurance.
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Motion by Brent Norman, seconded by Jeremy Engholm, to approve the agenda as revised. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

Public Input

There was no public input at this meeting.

Consent Agenda

Director Whatley updated the Board about the RLTA P2 application that has been received (no signatures required for this). KRL will be requesting state aid to use for technology updates to replace outdated equipment. Also, Blackduck and Brainerd have applied for multi-purpose community facility improvement grants from the cities. She also noted several items included in the Director’s Report, her 2025 external commitments and activities, and circulation comparisons over the last five years.

Motion by George Deiss, seconded by Jamie Lee, to approve the consent agenda items A-E.

- a. **Minutes: November 2024, pg. 6**
- b. **Bills: November-December 2024, pg. 9**
- c. **Financial Statements: 2024, pg. 15**
- d. **RLTA P2 application, pg. 18**
- e. **Director’s Report, pg. 20**

Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

Old Business --

2025 City County Operating
Budgets Final

Approved budgets were distributed to city and county partners in November 2024 and have been accepted. Chair Krueger noted an error in Hubbard County’s budget information. He will discuss it with the county administrator and bring that decision to the next board meeting. Murlyn Kreklau asked about the Brainerd Library and the Crow Wing County levy. Director Whatley explained the county had approved the levy of \$509,127. Also, she will begin attending the county’s monthly financial meetings to stay up to date with their budget goals.

KRLS Staff Vehicle

Director Whatley presented vehicle options and requested a board decision for the purchase of a replacement staff vehicle. Discussion. Chair Krueger called for a vote.

Motion by George Deiss, seconded by Murlyn Kreklau, to purchase the 2025 Ford Explorer for \$39,094 + license/tax/fees. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger,

Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

Director Whatley requested a second vehicle be chosen if the first-choice vehicle is not available.

Motion by Jeremy Engholm, seconded by Tom Krueger, to choose the 2025 Hyundai Palisade for \$43,246 + license/tax/fees if the Ford Explorer is not available. Roll call vote was taken. Yes: Jeremy Engholm, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. No: Jamie Lee, Brent Norman, Neil Tobiason. **Motion carried 9 to 3.**

There was no other old business.

2025 HQ/Regional
Organizational Change

Director Whatley proposed creating two Regional Branch Manager positions that will manage the nine KRLS library branches and be under supervision of the Regional Director.

Chair Krueger asked for a motion to approve the job description, new organization chart, and wage scale.

Motion by Murlyn Kreklau, seconded by Brent Norman, to approve the Regional Branch Manager job description, KRLS Organizational Chart, and updated 2025 Wage Scale. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

2025 Board Committees

Chair Krueger appointed himself to serve on each committee.

The Personnel/Union Negotiation Committee will consist of Chair Krueger and Vice-Chair Kreklau, and a third person will be appointed at a later time.

The Budget Committee will consist of County commissioners Chair Krueger, Gould, Bruns, Lee, and Kreklau.

The Audit Committee will consist of Chair Krueger and Treasurer Deiss.

The Strategic Planning/Policy Committee will consist of Chair Krueger, Secretary Norman, and Lynn Eaton.

The Internet/Electronic Resource Committee will consist of Chair Krueger, Secretary Norman, and Joe Gould.

Northern Lights Library Network delegates will be Joe Gould and Lynn Eaton.

CD renewal

Motion by Brent Norman, seconded by George Deiss, that Director Whatley ask the executive committee to decide whether to designate the financial institution with the highest interest rate on the date of maturity or to reinvest or auto-renew the CD with Bremer, and then confirm at the March 2025 Board meeting. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

Discussion of Bemidji State
Bank CD Insurance

There was discussion about renewing the CD insurance with Bemidji State Bank. George Deiss will call to check the maturity date and clarify whether insurance needs to be increased.

Chair’s Report

Chair Krueger encouraged everyone to look over the finance and balance sheets included in the meeting packet and to watch for anything unusual. For whomever is the 2026 Treasurer, George Deiss went over the responsibilities of the position.

Motion by Murlyn Kreklau, seconded by Brent Norman, to adjourn at 7:21 p.m. Roll call vote was taken. Yes: Jeremy Engholm, Jamie Lee, George Deiss, Tom Krueger, Scott Bruns, Murlyn Kreklau, Brent Norman, Neil Tobiason, Lynn Eaton, Mary Beth Hansen, Diane “Annie” Sevenich, Joe Gould. **Motion carried unanimously.**

Minutes respectively submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____